

**U.S. Mission to Australia**  
**Notice of Funding Opportunity**

<b>Funding Opportunity Title:</b>	<b>Human Capital Development Project</b>
<b>Funding Opportunity Number:</b>	PASCNB-NOFO-FY20-03
<b>Deadline for Applications:</b>	September 11, 2020, 5pm AEST
<b>CFDA Number:</b>	19.040
<b>Total Amount Available:</b>	\$1,000,000, subject to availability of funds

**A. PROGRAM DESCRIPTION**

A1. Background

The U.S. Mission to Australia announces an open competition for a cooperative agreement to develop and implement a study and messaging campaign on human capital development efforts in the East Asian and Pacific (EAP) region, **pending the availability of funding**. Please carefully follow all instructions below.

Human capital development includes any efforts that provide people in the Indo-Pacific, particularly young people, with the skills and resources to participate in the global economy and create conditions for self-reliance. Human capital development underpins the U.S. Indo-Pacific Strategy by responding to regional needs while promoting a positive image of the United States. Human capital development is a stated priority by many countries and subregions – from the Mekong to the Association of Southeast Asian Nations (ASEAN) to the Pacific Islands – and it is a tangible product which resonates strongly with foreign publics in East Asia and the Pacific. The Department of State takes an “All of America” approach to human capital development, which includes efforts not only by the U.S. government (USG), but also by U.S. businesses, U.S. NGOs, U.S. philanthropic organizations, and U.S. academic institutions.

A.2 Program Goals

The Department of State is focused on advancing the Indo-Pacific Strategy and is committed to advancing a free and open Indo-Pacific by promoting free, fair, and reciprocal trade, open investment environments, good governance, and freedom of the seas. The strategy focuses on three pillars; economics, governance, and security as well as strengthening the multilateral, bilateral, and people-to-people ties between the United States and the other Indo-Pacific countries. Human capital development is a cross-cutting component that underpins this entire strategy.

Providing quantitative data and qualitative impact stories on “All of America” human capital development in Southeast Asia and the Pacific will help the Department of State identify gaps and open the door further to increased foreign partnership and networks with U.S. organizations.

Leveraging this data and designing strategic content for a messaging campaign to foreign publics in Southeast Asia and the Pacific will increase foreign publics’ knowledge of U.S. contributions

and positive influence and increase favorable opinion towards the United States in the EAP region.

Measuring foreign publics' knowledge of U.S. human capital development efforts in Southeast Asia and the Pacific and opinion of the United States will determine the messaging campaign's success and identify areas for improvement in public messaging.

#### A3. Expected Results:

- Increased understanding of the “All of America” human capital development efforts among target audiences in Southeast Asia and the Pacific.
- Creation of strategic messaging campaign materials (social media graphics, videos, narratives) that can be localized by U.S. embassies and consulates.
- Increased knowledge of U.S. human capital development efforts and a more favorable opinion of the United States by foreign publics in Southeast Asia and the Pacific.
- Expansion of America-led human capital engagement as publics become more aware of opportunities for engagement.

#### A4. Main Activities

##### **Activity 1.** Conduct a research study and compile the findings

The project will start with a research study to collect quantitative data and qualitative stories on “All of America” U.S. human capital development efforts in eight to ten countries in Southeast Asia and the Pacific (Australia, Brunei, Burma, Cambodia, Fiji, Indonesia, Kiribati, Laos, Malaysia, Marshall Islands, Micronesia, Nauru, New Zealand, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, Vietnam).

The project should take place across a sample of countries representative of the breadth of the region and include both more- and less-developed countries, countries that are both larger and smaller by population, as well as both mainland and maritime countries. The proposal narrative should explain how and why the countries were selected.

The “All of America” approach includes human capital development efforts by the U.S. government (USG), U.S. businesses, U.S. NGOs, U.S. philanthropic organizations, and U.S. academic institutions. The findings will be compiled into a searchable database and a narrative report with visuals that highlight the positive impact of “All of America” human capital development efforts.

##### **Activity 2.** Create strategic messaging campaign content

Working with the U.S. Mission to Australia, in collaboration with the Department of State and U.S. embassies in the region, the Recipient will leverage the findings from the research study to create a suite of social media graphics, videos, and narratives, in the official languages of the countries surveyed, that clearly highlight compelling examples of high-impact “All of America”

human capital development efforts in the selected Southeast Asian and Pacific countries. The Recipient will draft a three-month campaign plan that details how U.S. embassies and consulates in the selected countries can strategically use the campaign content and provide localized examples for each country.

### **Activity 3. Messaging campaign evaluation**

The Recipient will conduct surveys of foreign publics in the selected countries before and after the messaging campaign to measure the campaign's effectiveness. The surveys will focus on foreign publics' knowledge of U.S. human capital development efforts in their country and their opinion of the United States as compared to that of other countries. The Recipient will compile survey results and methodology into a report.

#### **A5. Performance Indicators**

The project should monitor and report on performance indicators that are specific, measurable, achievable, reasonable, and time-bound. Establish, where possible, performance baseline data and expected performance targets for each expected result, and include details on what sources of data will be used to document performance, how the indicators will be measured, frequency of measurement, and units of measure. Where possible, indicators should also allow for sex disaggregation. Possible suggestions for indicators and targets for the project are provided below.

<b><i>Indicators</i></b>	<b><i>Targets</i></b>
Number of men and women interviewed for the pre and post-campaign surveys	Gender parity
Age demographics of those interviewed for the surveys	18-45 years old
Geographic demographics of those interviewed for the surveys	Representation from both urban and rural areas
Percentage change in awareness or perceptions	Increased awareness and increase positive perceptions among target audiences

#### **A6. Substantial Involvement**

A cooperative agreement (CA) differs from a grant (GR) in the area of the substantial involvement of key persons from the funding organization. For this cooperative agreement (CA), it is anticipated that the U.S. Mission to Australia will be substantially involved in the following areas at a minimum:

- Approval of a work plan and selected countries.
- Approval of the structure and format of the research study database and report.
- Approval of the strategic messaging campaign content and plan.
- Approval of the pre and post-campaign surveys.
- Approval of the selected demographics for the pre and post-campaign surveys.
- Approval of the structure and format of the survey results report.

## **B. FEDERAL AWARD INFORMATION**

Length of performance period: Up to 12 months

Number of awards anticipated: One

Total available funding: Up to \$1,000,000 USD, subject to availability of funds

Type of funding: FY20 Public Diplomacy Funding

Anticipated program start date: October 1, 2020

Funding Instrument Type: Cooperative Agreement

The Recipient must ensure that all funds are used in a manner consistent with U.S. government laws on the use of foreign assistance funds, including any applicable restrictions on funding.

## **C. ELIGIBILITY INFORMATION**

### ***C.1 Eligibility***

The following organizations are eligible to apply:

- U.S. and foreign not-for-profit organizations
- U.S. and foreign universities
- Foreign public entities

The following types of projects are not eligible for funding:

- Projects relating to partisan political activity
- For profit activities
- Charitable or development activities
- Construction projects
- Projects that support specific religious activities
- Fundraising campaigns
- Lobbying for specific legislation or projects
- Academic and scientific research
- Individual exchange programs

### ***C.2 Cost Sharing or Matching***

Providing cost sharing, matching, or cost participation is not an eligibility requirement for this NOFO.

Please note: If cost-share is included in the budget then the recipient must maintain written records to support all allowable costs that are claimed as its contribution to cost-share, as well as costs to be paid by the Federal government. Such records are subject to audit. In the event the recipient does not meet the minimum amount of cost-sharing as stipulated in the recipient's budget, the USG contribution may be reduced in proportion to the recipient's contribution.

### ***C.3 Other Eligibility Requirements***

In order to be eligible to receive an award, all organizations must have a unique entity identifier (Data Universal Numbering System/DUNS number from Dun & Bradstreet), as well as a valid registration on [www.SAM.gov](http://www.SAM.gov). Please see Section D.3 for information on how to obtain these registrations.

Any applicant listed on the Excluded Parties List System in the System for Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) is not eligible to apply for an assistance award in accordance with the Office of Management and Budget (OMB) guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR, 1986 Comp., p. 189) and 12689 (3 CFR, 1989 Comp., p. 235), “Debarment and Suspension.” Additionally, no entity listed on the Excluded Parties List System in SAM can participate in any activities under an award. All applicants are strongly encouraged to review the Excluded Parties List System in SAM to ensure that no ineligible entity is included.

## **D. APPLICATION AND SUBMISSION INFORMATION**

### ***D.1 Address to Request Application Package***

Applicants can find application forms and other materials from the U.S. Mission to Australia under the announcement title “Human Capital Development Project,” funding opportunity number PASCNB-NOFO-FY20-03. Please contact the point of contact listed in section G if requesting reasonable accommodations for persons with disabilities or for security reasons. Please note: reasonable accommodations do not include deadline extensions.

### ***D.2 Content and Form of Application Submission***

Please follow all instructions below carefully. Applications that do not meet the requirements of this announcement or fail to comply with the stated requirements will be ineligible.

For all submitted application documents, please ensure:

- The proposal clearly addresses the goals and objectives of this funding opportunity
- All documents are in English. If an original document within the application is in another language, an English translation must be provided (please note: the Department of State, as indicated in 2 CFR 200.111, requires that English is the official language of all award documents. If any documents are provided in both English and a foreign language, the English language version is the controlling version);
- All budget costs are in U.S. dollars;
- All pages are numbered, including budgets and attachments;
- All documents are formatted to 8 ½ x 11 paper; and,
- All documents are single-spaced, 12 point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10 point Times New Roman font. Font sizes in charts and tables, including the budget, can be reformatted to fit within 1 page width.

Complete applications must include the following required documents:

1. Completed and signed **SF-424**, **SF-424A**, and **SF-424B** and **SF-LLL** forms. *The SF-424 B is required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications. The SF-LLL is required for applicants that may engage in lobbying activities.* If applicable, a **Letter of Disclosure** for proposed consultants/personnel of potential conflicts of interest, employment with a local/state/federal government.
2. **Table of Contents** (not to exceed one [1] page in Microsoft Word) that includes a page numbered contents page, including any attachments.
3. **Executive Summary** (not to exceed two [2] pages in Microsoft Word) that includes:
  - a. The target country/countries and thematic area;
  - b. Name and contact information for the project's main point of contact;
  - c. The total amount of funding requested and project length;
  - d. A statement of work or synopsis of the project, including a concise breakdown of the project's objectives, activities, and expected results; and,
  - e. A brief statement on how the project is innovative, sustainable, and will have a demonstrated impact.
4. **Proposal Narrative** (not to exceed ten [10] pages, single-spaced, 12 point Times New Roman font in Microsoft Word, at least one-inch margins). Please note the 10 page limit does not include the Table of Contents, Executive Summary, Attachments, Audit, Detailed Budget, Budget Narrative, or Negotiated Indirect Cost Rate Agreement (NICRA). Applicants are encouraged to submit multiple documents in a single Microsoft Word or Adobe file, (i.e., Table of Contents, Executive Summary, and Proposal Narrative in one file).
5. **Summary and Detailed Line-Item Budget** (in Microsoft Excel) that includes three [3] columns including the request, any cost sharing contribution, and total budget. **The federal share requested should not exceed the amount of funds available under section B.** A summary budget should also be included using the OMB approved budget categories (see SF-424A for budget categories). Costs must be in U.S. dollars. Detailed line-item budgets for sub-awardees should be included in additional tabs within the excel workbook. A template budget is provided, but is not required, as long as the submitted budget follows OMB budget categories.
6. **Budget Narrative** (in Microsoft Word) that includes substantive explanations and justifications for each line item in the detailed budget spreadsheet, as well as the source and a description of all cost-share offered. For ease of review, it is recommended to order the budget narrative as presented in the detailed budget. Personnel costs must include a clarification of the roles and responsibilities of all staff, base salary, and percentage of time devoted to the project. The budget narrative should support the activities described in the proposal and provide additional information that might not be readily apparent in the detailed-line item budget, not simply repeat what is represented

numerically in the budget, i.e. salaries are for salaries or travel is for travel. The budget narrative should also explain any cost share provided.

**7. Attachments** (not to exceed thirteen [13] pages total, preferably in Microsoft Word) that include the following in order:

- a. Logic model – Page 1-2. The logic model must demonstrate how the project will have an impact on its proposed objectives.
- b. Narrative of Monitoring and Evaluation Plan – Pages 3-4.
- c. Monitoring and Evaluation Performance Indicator Table – Pages 5-8. This section can be up to three pages long if necessary.
- d. Timeline of the overall proposal – Page 9: Components should include activities, evaluation efforts, and project closeout:
- e. Additional optional attachments – Page 10-13: Attachments may include further timeline information, letters of support, memorandums of understanding/agreement, etc. Letters of support and MOUs must be specific to the projects implementation (e.g. from proposed partners or sub-award recipients) and will not count towards the page limit.

**8. C.V.s for all key program personnel**

**9. NICRA:** If your organization has a Negotiated Indirect Cost Rate Agreement (NICRA) and includes NICRA charges in the budget, your most recent NICRA should be included as a PDF file. This document will not be reviewed by the panelists, but rather used by project and grant staff if the submission is recommended for funding and therefore does not count against the submission page limitations. If your proposal involves sub-awards to organizations charging indirect costs, please submit the applicable NICRA).

Per 2 CFR200.414(f), organizations that have never had a NICRA may request a de minimis indirect rate of up to 10% of the Modified Total Direct Costs (MTDC) as defined in 2 CFR 200.68. *MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each sub-award in excess of \$25,000.* The budget narrative must indicate what costs will be covered using the 10% de minimis rate.

10. A copy of your organization's most **recent audit** (single audit, if applicable, is required, otherwise standard financial audit)
11. A separate document that provides information to support applicants ability to manage and implement program.
12. A **contingency plan** to avoid or mitigate interruptions to the implementation of the project during the period of performance, due to travel restrictions related to COVID 19. Contingency plans may include project implementation through remote or virtual tools.

The U.S. Mission to Australia retains the right to ask for additional documents not included in this NOFO. Additionally, to ensure all applications receive a balanced evaluation, the Review Panel will review the first page of the requested section up to the page limit and no further. The U.S. Mission to Australia encourages organizations to use the given space effectively.

Additional information that successful applicants may be asked to submit after notification of intent to make a Federal award, but prior to issuance of a Federal award, may include:

- Written responses and any revised application documents addressing any conditions or recommendations from the Review Panel;
- Completion of the Department's Financial Management Survey, if receiving USG funding for the first time or requested by the Grants Officer;
- Submission of required documents to register in the Payment Management System managed by the Department of Health and Human Services if receiving USG funding for the first time, unless an exemption is provided;
- Other requested information or documents included in the notification of intent to make a Federal award or subsequent communications prior to issuance of a Federal award.

### ***D.3 Unique Entity Identifier and System for Award Management (SAM)***

All organizations applying for grants must obtain these registrations. *All are free of charge:*

- Unique Entity Identifier from Dun & Bradstreet (DUNS number)
- NCAGE/CAGE code
- [www.SAM.gov](http://www.SAM.gov) registration

Step 1: Apply for a DUNS number and an NCAGE number (these can be completed simultaneously)

DUNS application: Organizations must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet. If your organization does not have one already, you may obtain one by calling 1-866-705-5711 or visiting <http://fedgov.dnb.com/webform>

NCAGE application: Application page here:

<https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx>

Instructions for the NCAGE application process:

<https://eportal.nspa.nato.int/AC135Public/Docs/US%20Instructions%20for%20NSPA%20NCAGE.pdf>

For NCAGE help from within the U.S., call 1-888-227-2423

For NCAGE help from outside the U.S., call 1-269-961-7766

Email [NCAGE@dlis.dla.mil](mailto:NCAGE@dlis.dla.mil) for any problems in getting an NCAGE code.

Step 2: After receiving the NCAGE Code, proceed to register in SAM.gov by logging onto: <http://www.sam.gov>. SAM registration must be renewed annually.



Applicants must have an active registration in SAM ([www.sam.gov](http://www.sam.gov)) prior to submitting an application, must prove a valid Unique Entity Identifier (UEI) number, formerly referred to as a DUNS number, and must continue to maintain an active SAM.gov registration with current information at all times during which it has an active Federal award or an application or plan under consideration by the U.S. government. **If an organization does not have an active registration in SAM.gov prior to submitting an application, the application will be deemed ineligible.** Note: The process of obtaining a SAM.gov registration may take anywhere from 4-8 weeks. Please begin your registration as early as possible.

The Unique Entity Identifier (UEI) is one of the data elements mandated by Public Law 109-282, the Federal Funding Accountability and Transparency Act (FFATA), for all Federal awards. SAM is the Federal government's primary database for complying with FFATA reporting requirements. OMB designated SAM as the central repository to facilitate applicant and recipient use of a single public website that consolidates data on all federal financial assistance. Under the law, it is mandatory to obtain a UEI number and register in SAM.

SAM requires all entities to renew their registration once a year in order to maintain an active registration status in SAM. It is the responsibility of the applicant to ensure it has an active registration in SAM and to also maintain its active registration in SAM.

An exemption from this requirement may be permitted on a case-by-case basis if the applicant's identity must be protected due to possible endangerment of their mission, their organization's status, their employees, or individuals being served by the applicant. Organizations requesting an exemption should email the point of contact listed in Section G of this NOFO.

**Please note:** foreign organizations will be required to register with the NATO Support Agency (NSPA) to receive a NATO Commercial and Government Entity (NCAGE) code in order to register in SAM. NSPA will forward your registration request to the applicable National Codification Bureau (NCB) if your organization is located in a NATO or Tier 2 Sponsored Non-NATO Nation. (As of January 2015, NATO nations included Albania, Belgium, Bulgaria, Canada, Croatia, Czech Republic, Denmark, Estonia, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Turkey, United Kingdom, and the United States of America; and Tier 2 nations included Australia, Austria, Brazil, Finland, Israel, Republic of Korea, Malaysia, Morocco, New Zealand, Serbia, and Singapore.)

NSPA and/or the appropriate NCB forwards all NCAGE code information to all Allied Committee 135 (AC/135) nations, which as of January 2015 also included Afghanistan, Argentina, Bosnia & Herzegovina, Brunei Darussalam, Chile, Colombia, Egypt, Georgia, India, Indonesia, Japan, Jordan, Montenegro, Oman, Papua New Guinea, Peru, Saudi Arabia, South Africa, Sweden, Thailand, Republic of Macedonia, Ukraine, and the United Arab Emirates.

#### ***D.4 Submission Dates and Times***

Applications are due no later than 5pm Australian Eastern Standard Time (AEST), on September 11, 2020.

### ***D.5 Funding Restrictions***

The U.S. Mission to Australia will not consider applications that reflect any type of support for any member, affiliate, or representative of a designated terrorist organization. No entity listed on the Excluded Parties List System in SAM is eligible for any assistance.

Project activities that provide training or other assistance to foreign militaries or paramilitary groups or individuals will not be considered for funding given purpose limitations on funding.

The Leahy Law prohibits Department foreign assistance funds from supporting foreign security force units if the Secretary of State has credible information that the unit has committed a gross violation of human rights. Per 22 USC §2378d(a) (2015), “No assistance shall be furnished under this chapter [FOREIGN ASSISTANCE] or the Arms Export Control Act [22 USC 2751 et seq.] to any unit of the security forces of a foreign country if the Secretary of State has credible information that such unit has committed a gross violation of human rights.” Restrictions may apply to any proposed assistance to police or other law enforcement. Among these, pursuant to section 620M of the Foreign Assistance Act of 1961, as amended (FAA), no assistance provided through this funding opportunity may be furnished to any unit of the security forces of a foreign country when there is credible information that such unit has committed a gross violation of human rights. In accordance with the requirements of section 620M of the FAA, also known as the Leahy law, project beneficiaries or participants from a foreign government’s security forces may need to be vetted by the Department before the provision of any assistance.

If a proposed grant or cooperative agreement will provide assistance to foreign security forces or personnel, compliance with the Leahy Law is required. Federal awards generally will not allow reimbursement of pre-award costs; however, the Grants Officer may approve pre-award costs on a case-by-case basis. Generally, construction costs are not allowed under Public Diplomacy awards.

### ***D.6 Other Submission Requirements***

All application submissions must be made electronically via [PASGrantsAustralia@state.gov](mailto:PASGrantsAustralia@state.gov).

## **E. APPLICATION REVIEW INFORMATION**

### ***E.1 Criteria***

The proposal will not be competed against other proposals. However, it will be reviewed to ensure it is sufficiently strong in the following areas to merit funding.

Quality of Project Idea  
Project Planning/Ability to Achieve Objectives  
Institution’s Capacity and Past Performance  
Project Monitoring and Evaluation  
Multiplier Effect/Sustainability

## ***E.2 Review Process***

The Review Panel generally includes representatives from the U.S. Mission to Australia, as well as other representatives from the Department of State, and may include additional panelists from U.S. embassies, other U.S. government departments, agencies, or boards, representatives from partner governments, or representatives from entities that are in a public-private partnership with the Department of State. All Panelists must sign non-disclosure agreements and conflicts of interest agreements.

Review Panels may provide conditions and recommendations on the application to enhance the proposed project, which must be addressed by the applicant before further consideration of the award. To ensure effective use of funds, conditions or recommendations may include requests to increase, decrease, clarify, and/or justify costs and project activities.

## ***E.3 Federal Awardee Performance & Integrity Information System***

The Department of State, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold, is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS) (see 41 U.S.C. 2313).

The applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

The Department of State will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

## **F. FEDERAL AWARD ADMINISTRATION INFORMATION**

### ***F.1 Federal Award Notices***

Final approval is contingent on the applicant successfully responding to the panel's conditions and recommendations, being registered in required systems, including the U.S. government's Payment Management System (PMS), unless an exemption is provided, and completing and providing any additional documentation requested by the Department of State. Final approval is also contingent on Congressional Notification requirements being met and final review and approval by the Department's warranted Grants Officer.

The grant award or cooperative agreement will be written, signed, awarded, and administered by the warranted Grants Officer. The assistance award agreement is the sole authorizing document and it will be provided electronically to the recipient's authorized signatory for review and signature. The recipient may only start incurring program expenses beginning on the start date shown on the award document signed by the Grants Officer.

If a proposal is selected for funding, the Department of State has no obligation to provide any additional future funding. Renewal of an award to increase funding or extend the period of performance is at the discretion of the Department of State.

### ***F.2 Administrative and National Policy Requirements***

The Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards set forth in 2 CFR Chapter 200 (Sub-Chapters A through F) shall apply to all non-Federal entities, except for assistance awards to Individuals and Foreign Public Entities. Sub-Chapters A through E shall apply to all foreign organizations, and Sub-Chapters A through D shall apply to all U.S. and foreign for-profit entities.

The applicant/recipient of the award and any sub-recipient under the award must comply with all applicable terms and conditions, in addition to the assurance and certifications made part of the Notice of Award. The Department's Standard Terms and Conditions can be viewed at <https://www.state.gov/m/a/ope/index.htm>.

Before submitting an application, applicants should review all the terms and conditions and required certifications which will apply to this award, to ensure that they will be able to comply.

### ***F.3 Reporting***

Recipients will be required to complete regular financial reports and program progress. The award document will specify how often these reports must be submitted. The U.S. Mission to Australia typically requests that reports are submitted on a quarterly basis. Please note that all substantiating documentation supporting reporting and data collected, including survey responses and contact information, must be maintained for a minimum of three years and provided to the Department of State upon request. All reports must be written in English.

- 1. Financial Reports:** The recipient is required to submit quarterly financial reports through the project period. The Federal Financial Report (FFR or SF-425) is the required form for the financial reports. If the recipient will receive funds through the Payment Management System (PMS), the recipient will be required to complete financial reports in PMS. Financial reports are due 30 days after the end of the reporting period.
- 2. Progress Reports:** The recipient is required to submit quarterly narrative progress reports. Progress reports are due 30 days after the end of the reporting period. Narrative progress reports should reflect the focus on measuring the project's impact on the overarching objectives and should be compiled according to the objectives, outcomes,

and outputs as outlined in the award's Scope of Work (SOW) and in the Monitoring and Evaluation (M&E) Statement.

- 3. Final Report:** A final narrative report and financial report will be required within 90 days after the completion of the award. The final narrative should include an in-depth impact assessment and/or project evaluation.

Please note: delays in reporting may result in delays of payment approvals and failure to provide required reports may jeopardize the recipients' ability to receive future U.S. government funds.

The U.S. Mission to Australia reserves the right to request any additional programmatic and/or financial project information during the award period of performance.

## **G. CONTACT INFORMATION**

For any questions concerning the contents of this NOFO, please contact [PASGrantsAustralia@state.gov](mailto:PASGrantsAustralia@state.gov).

## **H. OTHER INFORMATION**

The U.S. Mission to Australia understands that some information contained in applications may be considered sensitive or proprietary and will make appropriate efforts to protect such information. However, applicants are advised that the U.S. Mission to Australia cannot guarantee that such information will not be disclosed, including pursuant to the Freedom of Information Act (FOIA) or other similar statutes.

The information in this NOFO is binding and may not be modified by any U.S. Mission to Australia representative. Explanatory information provided by the U.S. Mission to Australia that contradicts this language will not be binding. Issuance of the NOFO and negotiation of applications does not constitute an award commitment on the part of the U.S. government. The U.S. Mission to Australia reserves the right to reduce, revise, or increase proposal budgets in accordance with the needs of the project evaluation requirements.

Issuance of this NOFO does not constitute an award commitment on the part of the U.S. government, nor does it commit the U.S. government to pay for costs incurred in the preparation and submission of proposals. The U.S. government reserves the right to reject any or all proposals received.

### **H1. Monitoring Site Visits**

A monitoring site visit to the recipient organization's headquarters or local offices may be conducted during the award period of performance. The site visit is conducted to gather additional information on the recipient's ability to properly implement the project, manage USG funds, and share substantiating document for programmatic, indicator, and financial reporting.

Specifically, the site visit will involve the review of the programmatic progress (progress on activities, sub-recipient/consultant work, data quality, etc.) as well as administrative and financial management and controls.